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DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

OS SECRETARY
FILE *CMC-IE*

*SECOM-D-057

26 February 1985

MEMORANDUM FOR: SECOM Members

FROM:

[Redacted]
Chairman

SUBJECT: Nominations for SECOM Staff Position and for
Subcommittee Chairmanships

1. As we have discussed at recent meetings, nominations are needed for several key Security Committee positions. [Redacted] assigned to the staff by NSA, will retire in April. A replacement will be needed around 1 April to ensure continuity of the important work Bob does. He is responsible for policy development and coordination on personnel and physical security, and on security awareness. He also serves as the staff point of contact with the three SECOM subcommittees responsible for those security disciplines. An experienced, self-starter type of security officer with good writing skills is needed. The GS-14/15 or O-5/6 level is the usual grade for this job, but exceptionally qualified officers at the next lower level will be considered. Because of SECOM's chronic understaffing, officers assigned here must be willing and prepared to do their own "pick and shovel" work. The position is reimbursable and normally would be for a two-year tour.

2. The chairmen of SECOM's Personnel Security, Security Awareness and Education and Unauthorized Disclosures Investigations Subcommittees have been, or are about to be, reassigned. Nominations to replace them are needed. Individuals with a broad Community outlook and with good knowledge of subcommittee specialties are desired. SECOM members nominating persons for one or more of these chairmanships must ensure that their nominees will be given sufficient time by their superiors to perform the duties involved.

3. I have been pleased to see SECOM members willingly make extra efforts above the demands of their own jobs to ensure that Community security policy and practices are supported and enhanced. It is important to those objectives that key staff and subcommittee positions be filled on a continuing basis with persons of ability and experience. I ask members to nominate their best qualified personnel to replace [Redacted] and to chair these subcommittees. Written responses by 15 March 1985 would be appreciated.

[Redacted]

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